

Contract Name: **Microsoft Software**

Solicitation Number: **5400003109**

Contract Period: **07/25/2011 to 07/24/2018**

[Terms and Conditions](#)

ITMO Procurement Manager:

Debbie Lemmon

803-896-5236

dlemmon@itmo.sc.gov

Last Updated: 10/07/2013

Effective September 1, 2013, any Purchase Order addressed to the SAM will not be processed.

Please adjust your Purchase Orders and business forms/processes accordingly.

ALL orders, regardless of the amount, must have a signature. There is only ONE (1) exception; The agency issues their POs through an automated system AND the order doesn't include shippable products, then the signature can be replaced by the following statement: "If received electronically, printed name represents authorized signature for this document."

Unfortunately if a PO is received with no signature and does not have the previously referenced characteristics CompuCom will not be able to process it. Please keep this in mind to avoid delays.

To read the statement from CompuCom please click [here](#).

[Click here for instructions how to place orders for Microsoft software](#)

For questions regarding your Microsoft Agreement, or the options that may be available to you, please contact David Williams at CompuCom Systems, Inc. directly.

CompuCom Systems, Inc.

On-Site Sales Support:

David Williams

Charlotte, North Carolina

Phone: 704-307-4723

Email: David.Williams@compucom.com

Inside Sales Support:

Team Line: 800-400-9852 option 2

Fax: 800-366-9994

Email: StateStore@compucom.com

Backup Sales Support:

Jed Shropshire

Columbia, South Carolina

Phone: 803-736-0796

Email: Jed.Shropshire@compucom.com

Contract #: 4400003937

FEIN: 38-2363456

Contract Pricing:

- [Microsoft \(Academic\)](#)
- [Microsoft \(Government\)](#)
- [Microsoft \(Enterprise\)](#)
- [Contract Award](#) – Details Pricing Discount

Academic (Educational)

- [MS Academic Select Agreement](#)
- [MS Academic Select Agreement Amendment](#)
- [MS Academic Select Agreement Extension](#)
- [MS Academic Select Enrollment](#)

Government (Agency)

- [MS Select Plus Agreement](#)
- [MS Select Enrollment](#)

Enterprise

- [MS Enterprise Agreement](#)
- [MS Enterprise Enrollment](#)

How to Place Purchase Orders for Microsoft software

To place purchase orders for your Microsoft software needs, please use the following four (4) steps:

Step 1

Visit the State's Procurement website for pricing. If you need assistance, contact CompuCom Systems, Inc. for a quote (if needed).

Step 2

Complete your Purchase Order - ensuring that the PO is addressed to CompuCom Systems at the address below:

CompuCom Systems Inc
13 Poachers Lane
Columbia, SC 29223

ALL USERS

1. You **MUST** make sure that your PO matches the Quote 100%.
2. The amount of taxes on your PO should match what is referenced on the quote. Electronic Delivered items are Tax Exempt.
3. Electronic Delivery items should include a note that states "Electronic Delivery Only". This is a requirement on all orders that include downloaded software – NOT MEDIA.
4. Include your Quote Number on all PO's you send.
5. Include a "Ship to" address even if nothing ships with the order.
6. If you own more than one (1) Microsoft Enrollment, please reference on the PO the enrollment number that you want the PO to be related to.

If you fail to follow these instructions Purchase Orders will be returned for correction or the tax indicated on the PO will be applied to the order and any request for reimbursement of paid taxes will need to be handled through the Department of Revenue.

Step 3

Email purchase orders to CompuCom.

Email the PO to: StateStore@compucom.com.

Important: Any purchase orders addressed to NewVenue Technologies will not be processed.

Step 4

Software will be provided and invoiced to agencies directly from CompuCom Systems.

Please provide the contact information for your primary licensing contact on each Purchase Order.

Please choose the individual to whom the Microsoft Licensing Confirmations should be sent. This simple procedure should allow you to fully catalog your Microsoft licenses and may simplify tracking of lost or missing orders.

*The Primary Licensing Contact Information requested is as follows:

Primary Contact Person

Primary Contact Person E-mail Address

Primary Contact Person Phone Number

*The primary licensing contact should be a single point of contact per department or agency.